

# OEHE Course Registration Form

Yukon-Kuskokwim Health Corporation

Office of Environmental Health

P.O. Box 528 Bethel, AK 99559

Phone: 907-543-6420 or 800-478-6599

Fax: 907-543-6425



## Introduction to Small Water Systems

March 31-April 2, 2015

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address : \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor/Authority's Name: \_\_\_\_\_

### EXAM INFORMATION:

The Small Treated Water Systems Exam will be given on the final day of training.

### TRAINING INFORMATION:

#### DATE/TIME:

Tuesday-Thursday, March 31-April 2, 2015  
8am-5pm on Tue/Wed and 8 am-1pm on Thurs

#### TRAINING LOCATION:

Yuut Elitnaurviat, 610 Akiachak Drive,  
Bethel, AK 99559

#### LODGING LOCATION:

Yuut Elitnaurviat Dorms

#### FEES:

**Refundable deposit: \$200** (due with registration)

**Exam Fee: \$50** (due at training)

Made payable to: **YKHC-OEHE**

### REFUNDABLE \$200 APPLICATION FEE

A **refundable** \$200 check will be required with each registration form.

- The **original** \$200 check **will be returned** to the Village Authority **ONLY** when:
  - The **trainee completes the entire training**, or
  - The Village Authority **cancels two weeks prior to the training**.
- Registration will not be confirmed until payment is received.

### LODGING

OEHE will only provide lodging for the noted training days (3/30-4/1). If weather, travel arrangements, or any other conditions do not allow the trainee to leave Bethel, it will be the Village Authority or operator's responsibility to find lodging arrangements.

Operators should arrive in Bethel in the afternoon/evening on March 30th, and leave Bethel during the afternoon on April 2nd.

### MEALS

Breakfast and lunch will be provided at the training center 03/31-04/02

### CONDUCT POLICY

- Class participants are expected to act professionally and treat hotel and OEHE staff accordingly.
- Disorderly conduct of any kind if not acceptable, this includes complaints or eviction from the hotel.
- Participants will be free of alcohol and drugs during the training period, including time spent out of class.
- Class tardiness will not be permitted. We reserve the right to refuse admittance to any person not arriving to class on time. Any attendee missing **two** hours of class will not be awarded CEUs or allowed to take the certification exam.

### VIOLATION OF CONDUCT

- If a trainee violates the conduct policy, the trainee will be immediately dismissed from the course. The village authority will be responsible for ALL fees or fines incurred during the training course. Additionally, hotel and meal costs must be reimbursed. Until OEHE is repaid, no other attendees will be accepted from your village.

**By signing this document, I understand the conditions under which the training is offered, and by my signature, I agree to the conduct policy and training policy changes.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Authority's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed OEHE Course Registration Form AND \$200 check to:

**YKHC-OEHE, PO Box 528, Bethel, AK 99559**

**Registration will not be confirmed until payment is received!**

**Registration forms must be received by March 25, 2015**

